

## **Vacancy Announcement**

### **U.S. ELECTION ASSISTANCE COMMISSION**

Position: GENERAL COUNSEL

Announcement No: EAC-04-01

Salary Range: \$85,210 - \$101,500

Hiring Agency:

Opening Date: 05-26-2004

U. S. Election Assistance Commission

Closing Date: 06-11-2004

1225 New York Avenue, N.W.

Washington, D.C. 20005

Duty Location: Washington, D.C.

1 Vacancy

**AREA OF CONSIDERATION:** All United States Citizens.

#### **DUTIES:**

The General Counsel is the chief legal officer for the Commission. The General Counsel will report to the EAC's Executive Director or, in the absence of an Executive Director, will report directly to the Commission. The General Counsel will provide legal advice and counsel to the Commission on a wide variety of legal matters. When necessary, the General Counsel secures and manages outside legal services for the Commission.

The General Counsel is responsible for ensuring that the Commission meets all Federal, state, and local legal and regulatory requirements, including all Federal laws, regulations, and requirements that pertain to the Help America Vote Act of 2002 and the EAC. As a member of the Commission's management team, the General Counsel participates in the organization's strategic planning, prepares annual budgets for the legal department, and serves as the manager of that department, making staffing decisions, assigning and overseeing work, and evaluating the performance of that department's legal and support personnel.

The General Counsel also prepares legal opinions; meets with Federal, state, and local officials, attorneys, and civic groups on matters with legal implications; deals with the Department of Justice and other Federal agencies regarding legal matters; drafts rules and regulations to govern the Commission's conduct; keeps key staff informed of changes in Federal, state, and local laws and regulations that may affect EAC's operations; and reviews EAC procedures to ensure compliance with Federal, state, and local laws and regulations. As appropriate, the General Counsel also meets with entities, associations, advocacy groups and/or individuals to exchange information with them and promote an understanding of the Commission's scope of work, policies and practices, as well as necessary changes in those policies and practices.

#### **QUALIFICATION REQUIREMENTS:**

**Minimum Qualifications.** Candidates for the position must possess the following minimum qualifications:

- law degree from an accredited law school, with strong academic credentials;
- licensed to practice law for a minimum of 7 years;
- significant legal experience in litigation, regulatory and administrative law;
- licensed to practice law in the District of Columbia and be in good standing, or eligible to obtain such admission promptly after hiring.

**Preferred Qualifications.** The successful candidate must also have outstanding skills and abilities in the following areas:

- ability to work cooperatively and collegially with a small legal team, including support personnel, having a significant workload but limited resources;
- ability to communicate effectively in writing and orally with members of the Commission, its Executive Director, and/or various key EAC staff, and outside entities;
- demonstrated ability to manage and supervise attorneys and litigation;
- strong analytical, problem solving and research skills;
- possess unquestioned integrity and a proven record of outstanding professional ethics.

#### **OTHER INFORMATION:**

The United States Election Assistance Commission (“EAC” or “Commission”) is conducting a search for the position of General Counsel. The EAC was established by the Help America Vote Act of 2002 (“HAVA”). Central to its role, the EAC serves as a national clearinghouse and resource for information with respect to the administration of Federal elections. According to the text of HAVA, the law was enacted to:

... establish a program to provide funds to States to replace punch card voting systems, to establish the Election Assistance Commission to assist in the administration of Federal elections and to otherwise provide assistance with the administration of certain Federal election laws and programs, to establish minimum election administration standards for States and units of local government with responsibility for the administration of Federal elections, and for other purposes.

-- Excerpt from [The Help America Vote Act of 2002](#)

HAVA requires that the EAC:

- Provide for testing, certification, decertification, and recertification of voting system hardware and software by accredited laboratories;
- Conduct public studies on various election administration issues;
- Submit a report on each study conducted, with recommendations, to the President, the House Administration Committee, and the Senate Rules and Administration Committee;
- Make requirements payments to States each year;
- Make grants to assist entities in carrying out research and development to improve the quality, reliability, accuracy, accessibility, affordability and security of voting equipment, election systems, and voting technology;
- Make grants to carry out pilot programs under which new technologies in voting systems and voting equipment are tested and implemented on a trial basis;
- Award grants to the National Student and Parent Mock Election, a national, nonprofit, nonpartisan organization that works to promote voter participation through voter education activities for students and their parents; and
- Conduct studies and issue reports on a variety of topics generally dealing with improving the administration of Federal elections.

## **HOW TO APPLY:**

Letters of application should be accompanied by an Optional Form 612 or resume with comparable information included. The application must include education, experience and personal qualifications, and the names and contact information of five references (to be contacted only with subsequent permission of the applicant).

Your social security number (SSN) is requested to be included on your resume under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from your employers, schools, banks and others who may know you. Failure to provide your SSN on your resume will result in your application not being processed.

You must be a citizen of the United States.

### **Application must be mailed to:**

U.S. General Services Administration, National Capital Region  
Agency Liaison Division, Room 7120  
7th & D Streets, S.W.  
Washington, DC 20407  
Announcement No.: EAC-04-01  
Attn: Arne Oker

Phone: (202) 708-5702

Applications submitted in postage paid Government envelopes will not be considered. Applications must be postmarked by the closing date to be considered.

All applications received become the property of the U.S. Election Assistance Administration and will not be returned.

This Commission provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The position of General Counsel may be appointed without regard to the provisions of title 5, United States Code, governing appointments in the competitive service, and may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of that title relating to classification and General Schedule pay rates.

A background security investigation will be required for the selectee. Appointment will be subject to the successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Selectee will be required to complete a Financial Disclosure Report prior to entering on duty and annually thereafter.

Relocation expenses will not be paid.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age or any other non-merit factor. **THE U.S. ELECTION ASSISTANCE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.**